



Virginia Social Services System Strategic Planning Steering Committee

Meeting Minutes January 24, 2005 1:00 a.m. to 3:00 p.m. Home Office & Video Conference Locations.

Attendees: Members - Commissioner Jones, Vicky Collins, Jane Conroy, Ray Goodwin, Duke Storen, Dottie Wells, Harry Sutton, David Mitchell, Nick Young, Jack Frazier, Vickie Johnson-Scott, Phyllis Sisk, Betty McCrary, Julie Christopher, Cookie Roberts
Staff – Margaret Schultze, Marcella Williamson
Facilitator – John Wheatley
Scribe - Jeanine LaBrenz

I. Call to Order, Introductions

John Wheatley called the meeting to order, and conveyed the absentee regrets for Mark Johnson, Donna Douglas, Dana Paige, Clarence Baker, Sarah Snead and Valerie Cuffee.

II. Minutes

John asked for approval of the January 4th Minutes. The Minutes were approved with no comment.

III. Review Action Items List

The Committee reviewed the Action Item list:

Item 66: Present to the Steering Committee for approval, the GOAL 7 Committee Membership and GOAL Plan.

Clarence Baker was not present, item is carried forward. Item Open

Item 71: Distribute with the minutes from 12/1, the handouts presented by Clark Earl.

John distributed the electronic copies of the handouts prior to the meeting. Item Closed

Item 72: Draft a new Section in the Charter to define the process for updating the Plan.

John is working on this change to the charter. Item Open

Item 73: Develop a strategy for proceeding with a review, alignment, and integration of existing plans.

John is working on this Item. Item Open.

Item 75: Brief Sarah Snead on the work of the Committee to date in preparation to become a member.

John will meet and talk to Ms. Snead when they can arrange a meeting. Item Open

Item 76: Add suggestions from the Committee to the FAQ section of the Web site.
Item Open.

Item 77: Provide Comments to Clarence Baker on the plan for Goal 7.

The deadline for submitting comments has passed. Item Closed

Item 78: Add the format for Goal reports to the Strategic Planning process Document.

The document was updated and a template for goal reports developed. Both documents were updated on the web site. Item Closed

Item 79: Send out confirmation of next meeting date.

The next two meeting dates are set for February 22nd, 1:00 p.m. to 3:00 p.m. and March 30th, 10:00 a.m. to 12:00 p.m. The Richmond videoconference site for the February meeting will be in the VDSS Home Office Conference Room 6-A. Item Closed

Item 80: Move the Leadership Development section of Goal 2 work plan to Goal 7.

This Item will be discussed when Donna Douglas and Clarence Baker are present. Item Open

IV. Progress Report

GOAL 4: Mark Johnson

Report deferred to next meeting due to Mark's absence.

GOAL 5: Phyllis Sisk

Phyllis handed out copies of the Goal Progress report and updated graphs of performance measures. She has contacted VEC, VLSSE and is working with the Goal 5 Committee to develop better EEO data.

Discussions with other Departments are proceeding on the subject of succession planning.

The updated performance graphs were discussed:

- Hiring of First Choice Candidates
- Retention of High Performers
- Turnover Rates

Phyllis noted that entering local LETS demographic data is voluntary, so the information presented is only for VDSS. Discussion revealed that most of the relevant data would be available if all localities entered it. Commissioner Jones suggested to Phyllis that the data being used must represent the entire "System" as this is the "System's" plan. If that was not achievable then the goal or objective should be reviewed. Cookie Roberts offered that much of the data required to report on the "System" may be available at the local HR level.

IV. New Business

Discussion goal progress reports being posted to goal committee web page, John Wheatley.

John suggested to the committee to post the Goal Progress Reports to each goal web page to facilitate communication and demonstrate progress. The committee agreed. John took an action item to develop a prototype for the next meeting.

Other New Business.

John reported that at a State Strategic Planning work-group session, the Social Services Plan was being held up as an example of Strategic Planning and people were being encouraged to look at the web site. With this in mind, John reiterated to the group and goal champions the importance of keeping the web site up-to-date and current.

John reminded the group that while we are conducting videoconference meetings, that anyone wishing to use materials at a meeting must email those materials to the participant at least one week prior to the meeting. He suggested a good trigger for this would be when the agenda is published.

John requested that each Goal Champion review the latest draft of the Strategic Plan and let him know if it is accurate. He requested conformation from each Goal Champion even if no changes were required by Friday February 4, 2005.

Cookie Roberts offered to report to the group next time about the Eastern Director's meeting and their response to a questionnaire about what planning efforts are already in progress in the Region. This will be placed on the agenda.

VI. Adjourn

The next two meetings will be February 22nd, 1:00 p.m. to 3:00 p.m. and March 30th, 10:00 a.m. to 12:00 p.m. While the General Assembly is in session, the Richmond videoconference site will be in the VDSS Home Office conference room 6-A.

Progress reports from Goal 4 & 6 Champions will be on the agenda for the next meeting.

The meeting adjourned at 1:45 PM.